

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

<b>Position:</b> Management Staff Assistant (Office Automation)  <b>Series/Grade:</b> GS-0303-6/7	<b>Announcement No:</b> ETA-03-107
	<b>Opening Date:</b> 8/8/03
	<b>Closing Date:</b> 8/18/03
<b>Salary Range:</b> (includes locality pay) GS-6 - \$29,459 – \$38,297 GS-7 - \$32,736 – \$42,558	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Inside (Local 12)
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of National Programs Division of Disability Employment & Training Programs Washington, DC	<b>Promotion Potential:</b> GS-7*
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> N/A
	<b>Part-time Position:</b> N/A
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> DOL Status Candidates Only - Washington, DC Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

**Position Duties and Responsibilities:**

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of National Programs (ONP), Division of Disability and Workforce Programs, (DDWP). DDWP provides policy leadership, guidance and technical assistance to the workforce investment system regarding employment and training services to people with disabilities. DDWP is also responsible for the administration of systems-change and demonstration grants, including the Work Incentive Grant program to enhancing the One-Stop Center service delivery to people with disabilities. The incumbent's specific duties include, but are not limited to the following:

- Provides administrative support to the DDWP staff and facilitates efficient management of grant activities and policy initiatives.
- Monitors grantee report submissions and incorporates grantee information and data into tables for analysis and maintains complete and current grant files.
- Keeps periodic contacts with the ETA regional staff, grantees and other agency officials.
- Uses word processing software in order to track and finalize correspondence packages
- Maintains comprehensive correspondence files, and perform routine faxing and mail activities.
- Coordinates administrative duties such as the preparation and track of travel documents, arrange travel plans and schedules meeting rooms and teleconferences.
- Handles and route questions from the public, research and obtains information and provides technical answers to inquiries related to the DDWP.

\* If selected at the GS-06 grade level, may be non-competitively promoted to the GS-07 grade level without further competition.

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by Closing date of this vacancy announcement.)**

GS-6: Applicants must have one year of specialized experience equivalent to the GS-5 grade level in the Federal service.  
 GS-7: Applicants must have one year of specialized experience equivalent to the GS-6 grade level in the Federal service.  
 Specialized experience is experience in or directly related to the line of work of the position to be filled, such as reviewing, and responding to administrative operations and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

**Time in grade requirements must be met.**

### CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

### METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

**IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. HOWEVER, FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

1. Knowledge of clerical and administrative regulations, policies, procedures, management methods and techniques in order to provide administrative support to the staff. **(H)**
2. Ability to independently plan and accomplish work, set priorities and meet established deadlines. **(H)**
3. Skills in oral and written communications in order to provide technical answers to office staff, the general public, and officials outside the agency. **(H)**
4. Skills in the use of computer applications in order to retrieve and input data; process, track, and maintain various records and documents related to the work of the Unit. **(H)**
5. Skills in preparing administrative documents related to grant administration and the WDIP process. **(H)**

### HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p><b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input checked="" type="checkbox"/> -- College transcript, if qualifying based on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p><input type="checkbox"/> Other: A supplemental statement of the Evaluation Factors is desired.</p>	<p><b><i>Mail your application to, or secure forms or information from:</i></b></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N4656 Washington, DC 20210 <b>Attn: Tia Boyd</b> Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p>
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***An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be postmarked by the closing date of this announcement.***

**ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.